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1. GENERAL INFORMATION

- A. Unless otherwise specified, a minimum of nine college credit hours or equivalent in Arizona Peace Officer Standards and Training (AzPOST) is required for each area listed under “Training Requirements” prior to applying for a position.
- B. Positions with an asterisk (*) require mandatory rotation (see [Operations Order 4.6.00, Transfer Policy](#), section 10, for more information).
- C. Only the qualifications/characteristics and training requirements for sergeant and officer positions are listed in this policy.
 - For information on civilian positions, refer to the City’s Human Resources Department’s website under *Job Descriptions and Pay Ranges* (<https://www.phoenix.gov/hr/job-descriptions>).

2. AIRPORT BUREAU

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	• Must be willing to work various hours and non-work days (N-days) • Must be able to demonstrate a working knowledge of the police budget process, Performance Achievement Program (PAP) process, and other administrative functions • Must have a good working knowledge of various computer programs • Must be able to deal effectively with the public in a variety of situations • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills	None
B. Airport Officer and Sergeant	• Must be able to deal effectively with the public in a variety of situations • Must present a positive, professional appearance and attitude • Must be willing to accept any assignment	• Must satisfactorily pass the AzPOST Police Bicycle Training Course within 12-months of being transferred to the bureau
C. Canine (K9) Officer	• Must be willing to work various hours and N-days • Must be able to respond to the airport in an emergency call-out within 45 minutes • Must meet same requirements outlined for other Department K9-certified officers • Must be comfortable dealing with media representatives • Must be able to make public presentations to various groups	• Must attend and successfully complete a 12-week Transportation Security Administration (TSA) Explosive Detection School • Must certify in the annual TSA Certification process
D. Canine (K9) Resource Sergeant	• Must be willing to work various hours and N-days • Must be able to respond to the airport in an emergency call-out within 45 minutes • Must demonstrate exceptional leadership and communication skills • Must be able to monitor, evaluate, and enhance a training program • Must be able to conduct a selection process to fill vacancies • Must be able to deal effectively with various law enforcement agencies, aviation and airline representative, and members of the media	None



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3. COMMUNITY ENGAGEMENT BUREAU (CEB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Cadet Advisor Officer	• Must be able to work with minimal supervision • Must have strong public speaking, interpersonal, and organizational skills • Reviews and administers all new cadet applications for award into the program • Must be able to develop and train Phoenix Police cadets while supporting the vision and mission statement of the Department • Must be able to participate in cadet focused programs, youth and police engagements, mentorship programs, and teen community service • Must have knowledge of grant writing and fund allocations • Must be able to coordinate events and law enforcement weekly training	• AZPOST General Instructor certification
B. Community Engagement Officer	• Must be able to work with minimum supervision • Must have experience in basic crime prevention practices • Must have good working knowledge of the Records Management System (RMS) • Must have experience in Microsoft Office programs and database entry • Previous experience as a Community Action Officer (CAO) or School Resource Officer (SRO) desirable • Must be able to communicate with diverse community groups • Must be willing to work a flexible schedule • Must be able to plan and coordinate events • Must have strong public speaking, interpersonal, and organizational skills • Facilitate and provide support to any current and future CEB programs including but not limited to: * Abatement * Block Watch * Citizen Police Academy * Crime Prevention through Environmental Design (CPTED) * Cool Treats Van * Volunteer Program * Department Sponsored Events: Blood drives, Special Olympics * Authority to Arrest (ATA) * Cadet Program * Crime Free Multi-Housing * Phoenix Neighborhood Patrol (PNP) * Police Experience • Provide Support to the Community Response Squad during events.	• AZPOST General Instructor certification • Public Speaking • Communication/writing skills • Planning
C. Community Engagement Sergeant	• Must be able to work with minimum supervision • Must have experience in Microsoft Office programs and database entry • Must be able to communicate with diverse community groups • Must be willing to work a flexible schedule • Must be able to plan and coordinate events • Must have strong public speaking, interpersonal, and organizational skills (continued next page)	• AZPOST General Instructor certification • Public Speaking • Communication/writing skills • Planning



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3. COMMUNITY ENGAGEMENT BUREAU (CEB) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
C. Community Engagement Sergeant (continued)	- Oversee the Off-duty work detail - Oversee the School Resource Officer IGA Program - Supervise and provide support to any current and future CEB programs including but not limited to: * Abatement * Block Watch * Citizen Police Academy * Crime Prevention through Environmental Design (CPTED) * Cool Treats Van * Volunteer Program * Department Sponsored Events: Blood drives, Special Olympics * Authority to Arrest (ATA) * Cadet Program * Crime Free Multi-Housing * Phoenix Neighborhood Patrol (PNP) * Police Experience - Provide supervisory support to the Community Response Squad during events.	
D. Community Response Detective and Sergeant	- Must be able to communicate with intercultural groups - Must be willing to work extensive hours under a variety of conditions - Must be able to coordinate events with multiple internal/external partners - May require Spanish certification based upon Department needs	- Public speaking - Community conflict resolution - Intercultural communications - Criminal justice and community relations - English composition/writing - Technical report writing - Will be required to become detective eligible within 12 months of assignment - Racial and ethnic minority history/culture - Social environment and human behavior - Principles of interviewing
E. Crisis Intervention Team (CIT) Detective and Sergeant	- Must be able to work with internal and external customers/partners to include diverse groups - Must be able to assist with and participate in valley-wide training for law enforcement - Must act as a liaison to patrol - Must be willing to work a flexible schedule - Must work well under minimal supervision - Must be willing to work closely with mental health providers in a city-wide co-responder deployment model - Must be willing to work closely with and in support of patrol mental health responses, mental health pick-up orders, suicidal subjects, and overdose calls - Must be willing to assist other squads in CEB with their missions as needed	- CIT training certification (40 hours) - Public speaking - Negotiation skills - English composition/writing - Technical report writing - Principles of interviewing - Emotional intelligence - Active listening - De-escalation - Will be required to become detective eligible within 12 months of assignment - Will be required to obtain general instructor certification within 12 months of assignment



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3. COMMUNITY ENGAGEMENT BUREAU (CEB) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
F. Crisis Intervention Training Coordinator	• Must be able to work with internal and external customers to include diverse interest groups • Must have two (2) years of Crisis Intervention Team (CIT) patrol experience • Must be able to coordinate valley-wide training for law enforcement, and act as the liaison to the county behavioral health system • Must be willing to work a flexible schedule • Must be responsible for planning and coordinating high-profile events • Must work well under minimal supervision	• CIT training certification (40 hours) • AzPOST General Instructor certification • Public speaking

4. DRUG ENFORCEMENT BUREAU (DEB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Human Exploitation and Trafficking (HEAT) Officer	• Must be willing to work varying hours, both in uniform and undercover • Must possess skill as an interviewer and interrogator • Must be knowledgeable in current booking procedures • Previous undercover experience and knowledge of vice-related crimes desirable	• Detective eligible
B. Narcotics Officer	• Must be willing to work in undercover capacity • Must be able to write comprehensive reports and conduct thorough investigations • Must be able to complete extensive affidavits and search warrants • Must be able to conduct comprehensive briefings of personnel assigned to support search warrant service • Must be self-motivated and able to work with minimum supervision • Must be able to effectively manage activities of informants • Transfers will be contingent upon the employee's willingness to obtain Drug Lab certification	• Detective eligible
C. Narcotics Canine (K9) Officer	• Must meet all listed qualifications/characteristics for a narcotics officer • Must be willing to accept varying duty hours, days off, and standby assignments • Must excel in work initiative and self-discipline • Must reside in a dwelling with sufficient room for a kennel, or be in the process of moving to such a residence • Must have family's full agreement with assignment to K9 Unit • Must not have any dog at home capable of dominating the police dog • Must live in close proximity to the airport to respond within 30 minutes (continued on next page)	• Detective eligible



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4. DRUG ENFORCEMENT BUREAU (DEB) (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
C. Narcotics Canine (K9) Officer (continued)	- Must be willing to make a five (5) year commitment to the K9 handling responsibilities - Preference given to an employee who lives within the City - Transfers will be contingent upon the employee's willingness to obtain Drug Lab certification.	
D. Technical Surveillance Officer	- Must be willing to accept varying duty hours, days off, and call-out - Must excel in initiative, self-motivation, and self-discipline - Must be able to work with minimum supervision - Must possess the capacity and skills necessary to effectively use electronic surveillance equipment	- Applied electronics - Radio frequencies - Omni Spectral Correlator - Schematic drawings - Locksmithing/lockpicking - Telecommunication intercepts - Construction trade skills - Covert video surveillance/recording - Cover audio surveillance/recording - Spectrum analyzer - Non-linear junction detector - Countermeasures - Multimeters - Soldering - Electrical wiring 110/220V - Radio direction finding - Microwave pole cameras - Night vision devices - Video cassette recorders - Mobile surveillance platforms - Infrared light techniques - Global positioning satellite tracking systems - Covert transmitters, repeaters, and receivers
E. Gang Enforcement Unit Detective	- Must demonstrate a positive attitude, patience, and discipline - Must be willing to provide periodic training to Department employees - Must have a good working knowledge of computer systems applicable to the assignment - Must possess skill as an interviewer and interrogator - Must be willing to accept any squad assignment, work various hours, and respond to call-outs as necessary - Must have no outside commitments that would routinely interfere with assigned call-out responsibilities - Must have sound knowledge of laws of arrest and search and seizure - Must possess skills to working in multicultural environments - Must be able to write comprehensive reports - Must possess sufficient physical stamina to perform job tasks of the unit and pass the established bi-annual CDU physical fitness test administered by DOU - Must successfully pass a City administered respiratory lung capacity evaluation as required by OSHA standards (use of gas masks)	- Detective eligible - Must successfully pass CDU training



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4. DRUG ENFORCEMENT BUREAU (DEB) (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
F. Gang Enforcement Unit Sergeant	• Must demonstrate a positive attitude, patience, and discipline • Must be willing to provide periodic training to Department employees • Must have a working knowledge of computer systems applicable to the assignment • Must be willing to accept any squad assignment, work various hours, and respond to call-outs as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Must have sound knowledge of laws of arrest and search and seizure • Must possess sufficient physical stamina to perform job tasks of the unit and pass the established bi-annual CDU physical fitness test administered by DOU • Must successfully pass a City administered respiratory lung capacity evaluation as required by OSHA standards (use of gas masks) • Detective eligibility is preferred.	• Must successfully pass CDU training
G. Police Civilian Investigators	• Must have sound knowledge of statutes and ordinances related to bureau • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills • Must be willing to attend court hearings for the purpose of testifying	• Must have 3 years investigative experience in law enforcement, public safety, loss prevention, crime scene management, forensics, or other relevant legal or private sector field. (Other combinations of experience and education that meet minimum qualifications may be substituted)

5. DOWNTOWN OPERATIONS UNIT (DOU)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Court Services Detail Officer and Sergeant	• Must be willing to accept varying hours and N-days	None
B. Downtown Operations Unit (DOU) Officer and Sergeant	• Must possess sufficient physical stamina to perform job tasks of the unit, pass an established physical fitness test administered by the unit, and maintain physical fitness requirements while assigned to the unit (60th percentile in each category – Cooper Standards, tested biannually) • Must satisfactorily pass a City-administered respiratory lung capacity evaluation as required by OSHA standards (use of gas masks) • Must be willing to accept any assignment, hours, or days off • Must satisfactorily pass the AzPOST Police Bicycle Training Course • Must satisfactorily pass Civil Disturbance Unit (CDU) training (continued on next page)	• Speech • Public speaking • Racial and ethnic minority history/culture • Juvenile delinquency • Criminal justice and community relations • Environmental/practical/ applied psychology • Social environment and human behavior • Community conflict resolution



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5. DOWNTOWN OPERATIONS UNIT (DOU) (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Downtown Operations Unit (DOU) Officer and Sergeant (continued)	• Must be able to work in a team environment and work productively with a partner • Must demonstrate a positive attitude, patience, and discipline • Must possess skills to work in multicultural environments • Must have one (1) year of public contact or customer assistance experience • Must be able to work outdoors in varying weather environments • Must possess good communication skills	• Intercultural communications • English composition/writing • Technical report writing • Principles of interviewing
C. Downtown Operations Unit (DOU) Solo Motor Officer	• Must meet the listed qualification/characteristics for DOU officer • Must have completed required motorcycle operator training or be eligible for motor re-certification NOTE: Selection will be made on the basis of demonstrated performance, interest, maturity, knowledge of regulations and policy, overall seniority, and a strong positive attitude toward the public.	• Must meet the listed training requirements for DOU officer

6. EMPLOYMENT SERVICES BUREAU (ESB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	• Must be capable of supervising civilian and sworn employees • Must be willing to work various hours and N-days • Must be able to demonstrate a working knowledge of the police budget process and other administrative functions • Must have a good working knowledge of various computer programs applicable to the assignment • Must be able to deal effectively with the public in a variety of situations • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills • Must consistently maintain a professional uniform appearance • Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity • Must demonstrate an understanding of City Personnel Rules, Department administrative and personnel procedures, and the duties and functions of all other bureau personnel • Must demonstrate an aptitude for understanding City and Department personnel action processes and procedures and personnel action forms • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must present a positive attitude toward prospective employees and the public	• Principles and practices of supervision and personnel administration • Interpersonal communications • Intercultural communications • Racial and ethnic minority history/culture • Personnel management/administration • Investigations



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7. EMPLOYMENT SERVICES BUREAU (ESB) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Background Investigator	• Must demonstrate an understanding of: City Personnel Rules, Department administrative and personnel procedures, and duties and functions of all other bureau personnel • Must demonstrate aptitude for understanding City and Department personnel action processes and procedures and personnel action forms • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must present a positive attitude toward prospective employees and the public • Must consistently maintain a professional uniform and personal appearance • Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity • AzPOST Physical Fitness Instructor certification is preferred.	• Detective eligible • Interpersonal communications • Intercultural communications • Racial and ethnic minority history/culture • Personnel management/administration • Investigations
C. Information Desk Officer	• Must be willing to accept any shift or days off • Must consistently maintain a professional uniform appearance • Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity	None
D. Information Desk Sergeant	• Must be capable of supervising civilian and sworn employees • Must be willing to work various hours and N-days • Must have a good working knowledge of various computer programs applicable to the assignment • Must be able to deal effectively with the public in a variety of situations • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills • Must consistently maintain a professional uniform appearance • Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity	• English composition/writing • Computer programs and software • Modern office practices and procedures • Customer service principles and techniques
E. Operations Sergeant	• Must demonstrate an understanding of City Personnel Rules, Department administrative and personnel procedures, and duties and functions of all other bureau personnel • Must demonstrate aptitude for understanding City and Department personnel action processes and procedures and personnel action forms • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must present a positive attitude toward prospective employees and the public • Must consistently maintain a professional uniform and personal appearance • Must demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity	• Interpersonal communications • Intercultural communications • Racial and ethnic minority history/culture • Personnel management/administration • Investigations • AZPOST Physical Fitness Instructor certification is preferred



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8. FAMILY INVESTIGATIONS BUREAU (FIB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	- Must be capable of supervising civilian and sworn employees - Must be willing to work various hours and N-days - Must be able to demonstrate a working knowledge of the police budget process, PAP process, and other administrative functions - Must have a good working knowledge of various computer programs applicable to the assignment - Must be able to deal effectively with the public in a variety of situations - Must demonstrate exceptional communication skills, writing ability, and interpersonal skills	None
B. Detective and Sergeant: Missing/ Unidentified Persons Sex Offender Notification Unit	- Must be willing to accept squad assignments as needed, work holidays, and respond to call-out on nights and weekends as necessary - Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call out responsibilities and investigative needs - Detective certified is preferred for detectives. - Detective eligibility is preferred for sergeants.	- Detective: * Detective eligible
C. Detective and Sergeant: Crimes Against Children Internet Crimes Against Children	- Detective – At least two (2) years of experience in a detective position will be given preference - Must be willing to accept squad assignments as needed, work holidays, and respond to call-out on nights and weekends as necessary - Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call out responsibilities and investigative needs - Must be prepared to fulfill the requirements contained in the multidisciplinary protocol for the Investigation of Child Abuse within one (1) year of assignment - Detective certified is preferred for detectives. - Detective eligibility is preferred for sergeants.	- Detective: * Detective eligible
D. Crimes Against Children Police Assistant/ Special Detail	- Must have completed probation as a police assistant or be on the current certified eligibility list with the City - Must be willing to accept squad assignments as needed, work holidays, and respond to call-out on nights and weekends as necessary - Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call out responsibilities and investigative needs - Must be prepared to fulfill the requirements contained in the multidisciplinary protocol for the Investigation of Child Abuse within one (1) year of assignment	None



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8. FAMILY INVESTIGATIONS BUREAU (FIB) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
E. Domestic Violence Detective and Sergeant	- Must be willing to accept any squad assignment with one week day as an N-day, work holidays, and respond to callouts on nights and weekends as necessary - Must not have outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities - Preference given to an employee who lives within the City - Detective eligibility is preferred for sergeants.	- Detective: * Detective eligible
F. Detective: Missing Persons Cold Case Sex Crimes Cold Case	- Must have three (3) years of experience in a detective position investigating major felonies, such as homicides, aggravated assaults, sexual assaults, and child crimes with emphasis on trial experience - Should have strong interviewing skills and a working knowledge of crime scene investigations - Should have a thorough knowledge of current scientific technology and associated databases, such as deoxyribonucleic acid (DNA)/ Combined DNA Index System (CODIS), Automated Fingerprint Identification System (AFIS), and National Integrated Ballistic Information Network (NIBIN) - Should have a thorough knowledge of computer search engines as well as other related sources of investigative information	Detective certified
G. Adult Sex Crimes Detective and Sergeant	- Two (2) years of experience in a detective position will be given preference. - Must be willing to accept squad assignments with one weekday as an N-day, work holidays, and respond to call-out on nights and weekends as necessary - Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities - Must be prepared to fulfill the requirements contained in the multidisciplinary protocol for the Investigation of Sexual Assault within one (1) year of assignment - Preference given to an employee who lives within the City - Detective eligibility is preferred for sergeants.	- Detective: * Detective eligible
H. Police Civilian Investigator	- Must be willing to accept squad assignments as needed - Must have sound knowledge of statutes and ordinances related to bureau - Must demonstrate exceptional communication skills, writing ability, and interpersonal skills - Must be willing to attend court hearings for the purpose of testifying	Must have 3 years investigative experience in law enforcement, public safety, loss prevention, crime scene management, forensics, or other relevant legal or private sector field. (Other combinations of experience and education that meet minimum qualifications may be substituted)

9. FISCAL MANAGMENT BUREAU (FMB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Capital Improvement Planner Officer	- Must have strong working knowledge of construction and building codes/regulations - Must have technical knowledge to communicate with other City agencies, architects, contractors, and suppliers regarding construction projects	May be required to receive additional training as deemed necessary to enhance knowledge in construction related issues



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10. HOMELAND DEFENSE BUREAU (HDB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Investigations/ Intelligence Squads	• Must have prior experience with interviewing and the interrogation of suspects • Must be able to complete extensive affidavits and search warrants • Must be able to write comprehensive reports • Must be willing to work extensive and in-depth surveillances and investigations • Must be willing to accept any assignment • Previous experience in the Homeland Defense Bureau (HDB), Drug Enforcement Bureau (DEB), Special Assignments Unit (SAU), or management of informants is desirable.	• Detective eligible
B. Intelligence Officer	• Must be willing to work various shifts, hours, and locations within the City • Must be skilled in interviewing and the interrogation of suspects • Must be able to complete extensive affidavits and search warrants • Must be able to write comprehensive reports • Must be willing to accept any assignment • Must work well under minimal supervision • Must remain in the assignment for at least one (1) year	• Detective eligible • AzPOST General Instructor certification • Computer skills: Microsoft Word, Power Point, Excel, databases and internet/web based applications • May be required to receive additional training as deemed necessary to enhance knowledge in intelligence gathering
C. Research and Analysis Officer	• Must meet qualifications and characteristics of Investigative/Intelligence Squads and be currently assigned to HDB • May be accepted from other than HDB with equivalent of qualifying experience and good working knowledge of the methodology of organized/economic crime	• Detective eligible

11. LEGAL UNIT

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Incident Review Unit (IRU) Officer	• Must demonstrate exceptional effective two-way communication, reading comprehension, writing ability, interpersonal skills, time management, good decision making, proofreading skills, and able to multi task several projects at any given time. • Must have a working knowledge of computer systems/software applicable to the assignment • Must possess working knowledge of the Department's policies and procedures	None
B. Public Safety Section: Law Specialist Lieutenant and Sergeant	• Must be certified by the State Bar of Arizona • Must be willing to accept varying hours and days off	None
C. Public Safety Section: Detective	• Must possess good written and oral communication skills • Must possess good interpersonal skills • Must have computer skills and working knowledge of RMS	None



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12. OFFICE OF ADMINISTRATION

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Employee Assistance Unit (EAU) Officer* and Sergeant*	- Must be able to deal effectively with police survivors and their families - Must be willing to respond to call-out and have stand-by responsibilities - Must possess strong organizational skills, which are needed for planning and coordinating line-of-duty and non-line-of-duty employee funerals and retiree funerals - Must be able to work with minimal direct supervision - Must be able to demonstrate a positive attitude and patience - Must have a positive recommendation from first two (2) levels of command - Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned call-out responsibilities	Must obtain AzPOST General Instructor certification within one (1) year of assignment

13. PATROL OPERATIONS DIVISION

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Abatement Detective <i>All precincts</i>	- Must be willing to work various work hours and N-days - Knowledge of the Landlord Tenant Act, Crime-Free Multi-Housing Program, CPTED real estate practices, awareness of precinct problems and issues, and experience as CAO/NET a plus - Must have a minimum of two (2) years of experience as a Phoenix police officer - Positive recommendation from immediate sergeant and lieutenant	Detective eligible
B. Administrative/ Training Office <i>All precincts</i>	- Must demonstrate exceptional leadership and communication abilities - Must be able to work with a minimum of supervision	AzPOST General Instructor certification
C. Community Action Officer/Detective (CAO) <i>All precincts</i>	- Must be willing to work various work hours and N-days - Must be able to work with minimal supervision - Problem solving focus - Public speaking skills	- Contingent upon precinct specific needs, will obtain CDU and e-warrant certification within 12 months of assignment - Contingent upon precinct specific needs, will obtain detective eligibility within 12 months of assignment
D. Community Action Officer (CAO) Sergeant <i>All precincts</i>	- Must demonstrate exceptional leadership and communication skills - Must be able to work with a minimum of supervision - Must be willing to work various work hours and N-Days - Problem solving focus	None
E. Crime Analysis Officer <i>All precincts</i>	- Must be willing to work various work hours and N-days - Must be able to work with minimal supervision - Must demonstrate an aptitude for reading comprehension, analysis, and the interpretation and composition of technical data - Knowledge of research methods and techniques a plus - Must demonstrate exceptional verbal and written communication skills - Problem solving focus	- Complete ArcMap GIS and Crystal Reports classes within six (6) months of assignment - Experience with computer applications: Word, Excel, RMS, and Internet Explorer - Ability to learn new programs/computer applications



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13. PATROL OPERATIONS DIVISION (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
F. Public Housing/ Walking Beat Officer/Sergeant <i>Central City Precinct</i>	• Must possess physical stamina to perform job tasks of the unit • Must be able to work in a team environment • Must have excellent interpersonal skills • Must be able to work with a minimum of supervision • Must be willing to work various work hours and N-days • Problem solving focus • Knowledge of the Crime-Free Multi-House Program • Officers must have a minimum of two years' experience as a Phoenix police officer and a positive recommendation from their immediate sergeant and lieutenant	• Shall obtain/maintain CDU and e-warrant certification • Will obtain detective eligibility, bike certification, and acquire level two (II) search warrant certification within 12 months of assignment
G. Field Training Sergeant <i>All precincts</i>	• Positive recommendation from immediate lieutenant and commander • Must demonstrate exceptional leadership and communication skills • Must demonstrate an aptitude for training ability, positive attitude, and patience • Must possess strong organizational and writing skills • Must be willing to mentor train-in-place field training sergeants • Must be willing to work various work hours and N-days • AzPOST Defensive Tactics Instructor, Firearms Instructor, High Risk Vehicle Stop Instructor, and Physical Fitness Instructor certifications preferred • Must remain in the assignment for one year	• AzPOST General Instructor certification recommended within six (6) months of assignment
H. Field Training Officer (FTO) <i>All precincts</i>	• Must have a minimum of two (2) years of experience as a Phoenix police officer • Positive recommendation from immediate sergeant and lieutenant • Must be willing to mentor train-in-place FTOs • Must be willing to participate in the basic training curriculum at the Phoenix Regional Police Academy (PRPA) • Must be willing to work various work hours and N-days • Must maintain annual Department FTO certification • AzPOST Defensive Tactics Instructor, Firearms Instructor, High Risk Vehicle Stop Instructor, and Physical Fitness Instructor certifications preferred • Must remain in the assignment for one year	• AzPOST General Instructor certification recommended within six (6) months of assignment
I. Neighborhood Enforcement (NET) Officer/Detective and Sergeant <i>All precincts</i>	• Must demonstrate exceptional leadership and communications abilities • Must be able to work with a minimum of supervision • Must be willing to work various work hours and N-days • Officers * Must have a minimum of two (2) years of experience as a Phoenix police officer * Positive recommendation from immediate sergeant and lieutenant	• Shall obtain/maintain CDU and e-warrant certification • Will complete training in vehicle containment techniques, GangNet certification, obtain detective eligibility and acquire level two (II) search warrant certification, within twelve months of assignment.



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13. PATROL OPERATIONS DIVISION (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
I. NET Officer / Sergeant (continued)	• Must display a high level of self-motivation, self-discipline and proactive intelligence gathering • Must work collaboratively and maintain positive relationships with other investigative/patrol units • Must demonstrate the ability to complete investigative follow-up, author search warrants, generate photographic line-ups, and participate in case management • Will complete continuing investigative training annually with investigative details (VCB/CGIU/FIB) • Will complete annual shadow shifts with FAID/Street Crimes	
J. Quality Assurance Sergeant <i>All precincts</i>	• Must demonstrate exceptional leadership and communications abilities • Must be able to work with a minimum of supervision • Must demonstrate an aptitude for reading comprehension, analysis, and the interpretation and composition of technical data • Must demonstrate exceptional verbal and written communication skills • Must demonstrate a working knowledge of RMS, Field Based Reporting (FBR), Axon.com, Word, and Excel • Must demonstrate an aptitude for solving problems • Positive recommendation from immediate lieutenant and commander	
K. Real-Time Operations Center (RTOC) Sergeant	• Must be capable of supervising civilian and sworn employees • Must be able to demonstrate a working knowledge of RTOC technology (pan/tilt/zoom cameras, license plate readers, gunshot detection) • Must be capable of networking with local agency Real-Time Crime/Fusion Centers, Investigative units, and patrol teams • Must exhibit proficient written and verbal communication skills • Must be capable of onboarding and training new personnel • Must be capable of leveraging center technology to support precinct crime suppression projects and investigative follow-up • Must be willing to work various hours/N-days	• Complete Intelligence Officer certification within one year of assignment (qualified IO status must be maintained) • AZPost General Instructor certification
L. School Resource Officer (SRO) and Sergeant <i>All precincts</i>	• Will be required to work with children in a variety of settings • Must be able to work with a minimum of supervision • May require Spanish certification based upon Department needs • Minimum 20 hours of public speaking appearances or AzPOST General Instructor certification is preferred (continued on next page)	• Interviewing • Speech • English composition • General psychology • Interpersonal communications



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13. PATROL OPERATIONS DIVISION (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
L. School Resource Officer and Sergeant (continued)	• Officers * Must have a minimum of two (2) years of experience as a Phoenix police officer by closing date of job announcement * Must be willing to work a 5/8 or 4/10 schedule based on the school's needs * Must be willing to teach law related education classes * Must be willing to accept any school assignment determined by squad supervisor * Must be willing to work various assignments during the summer based on Department needs * Must be able to make presentations to various groups	
M. Street Racing Task Force (SRT) Officer and Sergeant	• Must demonstrate exceptional leadership and communications skills • Must be able to work with minimum supervision in a team-oriented environment and conduct enforcement operations throughout the valley • Must be willing to work various hours and N-days • Officers must: * Have a minimum of three years' experience as a Phoenix police officer * Be given a positive recommendation from immediate sergeant and lieutenant * Display a high level of self-motivation, self-discipline, and proactive intelligence gathering and tactical proficiency * Work collaboratively and maintain positive relationships with other investigative/patrol units * Demonstrate the ability to complete investigative follow-up, author search warrants, generate photographic line-ups, and participate in case management	

14. PROFESSIONAL STANDARDS BUREAU (PSB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS	
A. Sergeant	• Must be able to work various hours, including nights and weekends • Must possess good written and oral communication skills • Must possess good interpersonal skills • Must have computer skills and working knowledge of RMS • Preference given to an employee who lives within the City • Detective eligibility is preferred.	• Investigations • English Composition/ Writing • Technical report writing • Rules of evidence • Principles of interviewing	• Interpersonal communications • General psychology • Public Relations • Speech



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15. PROPERTY CRIMES BUREAU (PCB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Detective: Auto Theft Financial Crimes Pawn Shop/Metal Theft Investigative Support Detail (ISD) Property Crimes	• Must be willing to accept any assignment and work various hours and N-days • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems such as RMS, LEJIS, and NCIC, or general proficiency with computer skills • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Preference may be given to Spanish speaking employees	• Detective eligible
B. Sergeant: Auto Theft Financial Crimes Pawn Shop/Metal Theft Investigative Support Detail (ISD) Organized Retail Crimes Property Crimes	• Must be willing to accept any squad assignment, work various hours and holidays, and respond to callouts on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have a working knowledge of computer systems applicable to the assignment • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Detective eligibility is preferred	None
C. Graffiti Detail Detective and Sergeant	• Must be willing to accept any squad assignment, work various hours and holidays, participate in mandatory PCB standby and callouts on nights and weekends as required • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned callout responsibilities • Must be able to make presentations to various community groups • Must be comfortable interacting with various media sources as well as community groups • AzPOST General Instructor certification is preferred	• Detective eligible
D. Judicial Process Detail Detective and Sergeant	• Must be willing to accept varying hours and N-days	• Detective: * Detective eligible



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15. PROPERTY CRIMES BUREAU (PCB) (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
E. Organized Retail Crimes Detective	• Must be willing to accept any assignment within the unit, any hours, and any N-days • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must excel in initiative, self-motivation, and self-discipline • Must have a good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must be capable of working all aspects of commercial crime investigations • Must be able to write comprehensive reports and conduct thorough investigations • Must be able to complete extensive affidavits and search warrants • Must be able to effectively manage activities of informants	• Detective eligible
F. Police Civilian Investigator	• Must be willing to accept squad assignments as needed • Must have sound knowledge of statutes and ordinances related to bureau • Must demonstrate exceptional communication skills, writing ability, and interpersonal skills • Must be willing to attend court hearings for the purpose of testifying	• Must have 3 years investigative experience in law enforcement, public safety, loss prevention, crime scene management, forensics, or other relevant field. (Other combinations of experience and education to meet minimum qualifications may be substituted)
G. Repeat Offender Program (ROP) Detective	• Must be willing to accept any assignment within the unit, any hours, and any days off • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Preference may be given to Spanish speaking detectives • Must be able to work with minimal direct supervision • Must excel in initiative, self-motivation, and self-discipline	• Detective eligible

16. PROPERTY MANAGEMENT UNIT (PMU)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Administrative Sergeant	• Must have a minimum of three (3) years as a Phoenix police sergeant • Must be capable of supervising civilian and sworn employees • Must have knowledge of the police budget process • Knowledge of building maintenance and repair is desirable • Must be willing to work some call-out/standby • Must demonstrate exceptional communication and writing ability, including good interpersonal skills • Preference given to an employee who lives within the City	None



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16. PROPERTY MANAGEMENT UNIT (PMU) (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Property Investigations Detective	• Must be willing to work any assignment and any duty hours • Must be willing to work some call-out/standby • Must be able to learn how to operate a forklift, stock picker, or other equipment to move impounded property (no extreme fear of heights) • Must obtain Level A TOC within three (3) months of transfer to the bureau • Working knowledge of RMS, Arizona Crime Information Center (ACIC)/NCIC, Interstate Identification Index (III), LEJIS, and DPS inquiry formats is desirable • Preference given to an employee who lives within the City	• Detective eligible • Criminal investigations/procedures • Evidence • Speech • Grammar and usage • Psychology • Case Management • Constitutional law for police • Police/criminal justice planning Business administration • Accounting • Auditing
C. Property Sergeant	• Must be capable of supervising civilian and sworn employees • Must have knowledge regarding the Department's policies and procedures for impounding property • Must demonstrate exceptional communication skills, writing skills, and interpersonal skills • Knowledge of warehousing and inventory control is desirable • Must be willing to work some call-out/standby • Working knowledge of RMS, ACIC/NCIC, III, LEJIS, and DPS inquiry formats is desirable • Preference given to an employee who lives within the City	• Must meet detective eligibility requirements within the first year of assignment • Prior detective experience preferred

17. PUBLIC AFFAIRS BUREAU (PAB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Media Relations Sergeant	• Must be willing to work overtime, evenings, and weekends • Must demonstrate exceptional leadership and communication skills • Must consistently maintain a professional uniform appearance • Must have intimate knowledge of Department organization, function, and procedures • Must be able to make presentations to groups • Must be able to deal effectively with the public in a variety of situations • Must be comfortable dealing with representatives of all media sources • Must have thorough knowledge of the Phoenix area • Must be able to work with minimal direct supervision • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Must have demonstrated a positive attitude, patience, and self-discipline (continued on next page)	• AzPOST General Instructor certification or minimum 20 hours of public speaking appearances • Public relations writing/techniques • Criminal justice and community relations • Speech • Public speaking • Social psychology • English composition • Effective/technical/creative writing • Group communications • News writing



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17. PUBLIC AFFAIRS BUREAU (PAB) (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Media Relations Sergeant (continued)	• Must have a good working knowledge of computer systems, programs, and social media applications • Must demonstrate exceptional effective two-way communication, reading comprehension, writing ability, interpersonal skills, time management, good decision making, and proofreading skills, and be able to multitask several projects at any given time • Preference given to an employee who lives within the City	
B. Silent Witness Officer	• Must be a skillful interviewer and interrogator • Must be able to make presentations to groups • Must be comfortable dealing with representatives of all media sources • May require Spanish certification based upon Department needs	• Detective eligible • Criminal investigation • Interviewing • Speech • English composition • General psychology • Interpersonal communications

18. PUBLIC RECORDS AND SERVICES UNIT

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Public Records and Services Unit Detective	• Must have a good working knowledge of computer systems, such as RMS, LEJIS, National Crime Information Center (NCIC), or general proficiency with computer skills • Must be willing to provide periodic training to Department employees • Preference may be given to Spanish speaking employees • Must have a positive recommendation from your first two (2) levels of command • Detective eligibility is preferred	• AzPOST General Instructor certification • Motor Vehicle Division (MVD) Document Examiner certification
B. Public Records and Services Unit Sergeant	• Must possess good written and oral communication skills • Must be able to work with minimal direct supervision • Must have a good working knowledge of computer systems, such as RMS, LEJIS, NCIC, or general proficiency with computer skills • Must be willing to provide periodic training to Department employees • Must have a working knowledge of computer systems applicable to the assignment • Must have a positive recommendation from your first two (2) levels of command • Detective eligibility is preferred	• AzPOST General Instructor certification • Motor Vehicle Division (MVD) Document Examiner certification



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19. STRATEGIC INFORMATION BUREAU (SIB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Central Booking Unit Officer and Sergeant	• Must be willing to accept any shift and N-days • Must be able to work with minimal supervision • Must have a basic understanding of the arrest and booking process	None
B. Crime Analysis Research Unit (CARU) Research and Analysis Officer	• Must have intimate knowledge of Department organization, function, and procedures • Must demonstrate an aptitude for reading comprehension, analysis, and the interpretation and composition of technical data • Must understand research methods and techniques • Must possess strong technical writing skills	• English composition • Criminal justice systems • Police personnel management • Language skills • Research techniques • Technical report writing • Police/Criminal justice planning • Vocational skills • Speech

20. TACTICAL SUPPORT BUREAU (TSB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Air Support Observer/Pilot	• Must be willing to make a five year commitment to the unit after successful completion of the Tactical Flight Officer (TFO) program • Must be medically capable of obtaining a second class Federal Aviation Administration (FAA) flight medical upon assignment to the unit • Must have thorough knowledge of the Phoenix area • Must demonstrate acceptable aerial observation and crew coordination skills within nine months of assignment • Must be willing to accept various work hours, schedule changes, and days off • Officers who successfully complete a testing process will be placed on a one year eligibility list.	• Observers selected for pilot training based on unit needs • Must pass related commercial FAA and unit examinations leading to pilot-in-command (PIC) status in all Department aircraft • Prospective pilots will be responsible for all FAA examinations, book, and special commercial FAA requirements.
B. Bomb Technician Detective and Sergeant	• Must be willing to accept varying hours and days off • Must be willing to accept call-out and standby status on weekends and holidays • Must have demonstrated a mature and positive attitude, good judgment, patience, self-discipline, and documented ability to perform effectively under conditions of extreme stress • Must possess sufficient physical stamina to perform job tasks of the unit while wearing a full-dress bomb suit • Must be willing to make a five-year commitment to the unit	• Detective eligible • Upon transfer to the squad and after an opening is available, officers will be required to attend and successfully pass all requirements to graduate from the: * Federal Bureau of Investigation (FBI) Basic Hazardous Devices School * 200-Hour HazMat Technician School • Must satisfy all subsequent training requirements to maintain technical certification as a bomb technician and HazMat technician



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20. TACTICAL SUPPORT BUREAU (TSB) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
C. Canine (K9) Unit Officer	• Must be willing to accept varying duty hours, days off, and standby assignments • Must excel in work initiative and self-discipline • Must be capable of handling high-stress situations on a regular basis with limited supervision • Must be able to pass a physical fitness test, as administered by the unit, and maintain that standard while assigned there • Must reside in a dwelling with sufficient room for a kennel or be in the process of moving to such a residence • Must have family's full agreement with assignment to K9 Unit • Must not have any dog at home capable of dominating the police dog • Preference given to an employee who lives within the City • Qualified applicants will be placed on a one (1) year eligibility list.	None
D. Canine (K9) Unit Sergeant	• Must be willing to accept varying duty hours, days off, and standby assignments • Must be capable of handling high-stress situations on a regular basis with limited supervision • Must be able to pass a physical fitness test, as administered by the unit, and maintain that standard while assigned there • Preference given to an employee who lives within the City	None
E. Fugitive Apprehension Investigations Detail (FAID) Detective and Sergeant	• Must be willing to accept any assignment within the unit, any hours, and any days off • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Preference may be given to Spanish speaking detectives • Must be able to work with minimal direct supervision • Must excel in initiative, self-motivation, and self-discipline • Detective eligibility is preferred for sergeants.	• Detective: * Detective eligible



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20. TACTICAL SUPPORT BUREAU (TSB) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
F. Search and Recovery Dive Team	• Must be able to obtain approval from first two levels of supervision to commit to ten hours of training each month • Must be willing to work call-out • Must undergo and pass an annual Level A Occupational Safety and Health Administration(OSHA) physical • Must possess physical stamina to perform job tasks of the team, pass an established semiannual physical agility test administered by the team, and maintain physical fitness requirements while assigned to the team as outlined in the Tactical Support Bureau (TSB) Manual • Must perform well as part of a team	• Must be certified as a Rescue Diver or higher by a nationally recognized SCUBA (self-contained underwater breathing apparatus) organization, or have equivalent military or commercial training at time of application • Basic Public Safety Diver training will be provided after assignment to team.
G. Special Assignments Unit (SAU) Officer and Sergeant	• Must be willing to work various shifts and hours • Must have demonstrated a positive attitude, patience, and self-discipline • Must possess physical stamina to perform job tasks of the unit, pass an established physical agility test administered by the unit, and maintain physical requirements while assigned to the unit as outlined in the TSB Manual • Must possess documented ability to react effectively under extreme stress • Preference may be given to an employee who lives within the City. <u>General Information:</u> • A competitive selection process is conducted every year to establish the SAU officers' selection list. • Candidates applying for SAU will be evaluated and placed on an eligibility list according to the selection process outlined in the TSB manual. • Officers will be selected from the eligibility list as vacancies occur. • Once assigned to SAU, officers will complete a one (1) year probationary period as detailed in the TSB manual.	• Appropriate training will be provided once the officer is transferred to the unit.
H. Specialty Vehicle Detail (SVD) Fulltime Officer Position/s	• Must be willing to accept varying duty hours, days off, and standby/call-out assignments • Must undergo and pass an annual Level A OSHA physical • Must not have callout responsibilities or work interests that would interfere with standby/callout responsibilities for SVD	• Must be able to successfully complete the drivers training course which is similar to the training required for a commercial driver license • Must successfully complete the Department's self-contained breathing apparatus (SCBA) training course
I. Specialty Vehicle Detail (SVD) Collateral Duty Driver Officer	• Must be willing to accept standby and call-out assignments • Must undergo and pass an annual Level A OSHA physical • Must live within a 45-minute response time of the SVD facility • Must not have callout responsibilities or work interests that would interfere with standby/callout responsibilities for SVD currently or in the future	• Must be able to successfully complete the drivers training course which is similar to the training required for a commercial driver license • Must complete a two-week temporary assignment to the SVD upon completion of the selection process • Must successfully complete the Department's SCBA training course



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20. TACTICAL SUPPORT BUREAU (TSB) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
J. Street Crimes Unit Detective and Sergeant	• Must be willing to accept any assignment within the unit, any hours, and any days off • Must be willing to respond to callout on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have good working knowledge of computer systems (RMS, LEJIS, NCIC) • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Preference may be given to Spanish speaking detectives. • Must be able to work with minimal direct supervision • Must excel in initiative, self-motivation, and self-discipline	• Detective eligible

21. TRAFFIC BUREAU

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Commercial Vehicle Enforcement Officer and Sergeant	• Preference will be given to current certified motors or personnel able to re-certify • Prior to transferring, must have successfully completed the Department authorized motor school within one year preceding the transfer or be able to re-certify • Must be willing to work various hours and N-Days • Must meet City guidelines for take home motor authorization • Must be able to work special events and details as directed • Must attend required motorcycle training/re-certify as directed • Must obtain Commercial Vehicle Inspector certification within 12 months of transfer • AzPOST General Instructor certification preferred <u>Sergeants:</u> • Must possess strong leadership and administrative skills • Must demonstrate excellent planning and organizational skills • Must be skilled in team and relationship building	• ARS Title 28 • Traffic control and collision investigations • Criminal investigations • Evidence • Constitutional law for police • Effective report writing • Government studies • Speech



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21. TRAFFIC BUREAU (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Impaired Driver Enforcement	• Must be willing to work various hours and N-days • Must be able to work special events, details, and task forces as directed • Must attend required motorcycle training/re-certify as directed (if certified) • Preference will be given to current certified motors or personnel able to re-certify • Must continually demonstrate willingness to perform on-view work and willingness to assist patrol with squad-related tasks • AzPOST General Instructor and DRE certifications preferred <u>Sergeants:</u> • Must possess strong leadership and administrative skills • Must demonstrate excellent planning and organizational skills • Must be skilled in team and relationship building	• Within six months of transfer, the following certifications are required: * Phlebotomy * HGN * ARIDE * Electronic Search Warrant
C. Motor Enforcement Officer and Sergeant	• Preference will be given to current certified motors or personnel able to re-certify • Prior to transferring, must have successfully completed the Department authorized motor school within one year preceding the transfer or be able to re-certify • Must be willing to work various hours and N-Days • Must meet City guidelines for take home motor authorization • Must be able to work special events and details as directed • Must attend required motorcycle training/re-certify as directed • AzPOST General Instructor certification preferred • Sergeant * Must possess strong leadership and administrative skills * Must demonstrate excellent planning and organizational abilities * Must be skilled in team and relationship building * Horizontal Gaze Nystagmus (HGN) certification preferred * Phlebotomy certification preferred * Drug Recognition Expert (DRE) certification preferred	• Arizona Revised Statutes (ARS) Title 28 • Traffic control and collision investigations • Criminal investigations • Evidence • Constitutional law for police • Effective report writing • Government studies • Speech
D. Administrative Sergeant	• Must be willing to work a flexible schedule • Must be self-motivating and excel in initiative • Must demonstrate time management, have strong organizational skills, and be able to multi task several projects at any given time • Must have ability to prioritize heavy workloads • Must be able to work with internal and external customers • Motorcycle certification is not required • Must be able to work special events and details as directed • Must attend required motorcycle training/re-certify as directed (if certified)	• Computer skills: Microsoft Word and spreadsheet programs • Communication skills • AzPOST General Instructor certification



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21. TRAFFIC BUREAU (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
E. Traffic Education and Safety Squad Officer and Sergeant	• Preference will be given to current certified motors or personnel able to re-certify • Prior to assignment, must successfully complete required motorcycle operator training or be able to re-certify • Must be willing to work various hours and N-Days • Must meet City guidelines for take home motor authorization • Must be able to work special events and details as directed • Must attend required motorcycle training/re-certify as directed • HGN certification preferred • Phlebotomy certification preferred • DRE certification preferred • AzPOST General Instructor certification preferred • Sergeant * Must possess strong leadership and administrative skills * Must demonstrate excellent planning and organizational abilities • Must be skilled in team and relationship building	• ARS Title 28 • Traffic control and collision investigations • Criminal investigations • Constitutional law for police • Effective report writing • Government studies • Speech • Public presentations • Training development • Program/project management • Instructional strategies • Inter-governmental relations
F. Transit Unit (TU) Sergeant	• Must require strong supervisor skills and the ability to process information • Must work cooperatively and maintain positive relationships with other agencies, City departments, and stakeholders • Must possess strong administrative skills with a working knowledge of the principles and practices of supervision and personnel administration • Must be willing to supervise sworn and non-sworn personnel (including Unit III) • Must possess a strong quality customer service background	None
G. Transit Unit (TU) Detective	• Must be willing to routinely patrol and respond to transit related incidents throughout the Phoenix area • Must be willing to work well with police assistant in roving customer service patrols and municipal security guards at fixed posts • Must be willing to conduct pro-active patrols that include the ability to work well in a plainclothes capacity as well as uniform • Must be able to work collaboratively with other Department and City employees • Must work cooperatively and maintain positive relationships with other agencies, City departments, and stakeholders • Must possess a strong quality customer service background • Must be willing to work call-out for critical incidents involving public transportation • Must be able to conduct investigative follow-up to include writing search warrants, interviewing subjects, analyzing evidence, and coordinating case management and prosecution with involved attorneys in a timely and efficient manner.	• Detective eligible/detective certified



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21. TRAFFIC BUREAU (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
H. Transit Unit (TU) Canine (K9) Team Sergeant	• Must be willing to work various hours and N-days • Must be able to respond to Central City Precinct in an emergency call-out within 45 minutes • Must demonstrate exceptional leadership and communication skills • Must be able to monitor, evaluate, and enhance a training program • Must be able to work effectively with various law enforcement agencies, the Airport Bureau's K9 Unit, the Public Transit Department, representatives of TSA, and members of the media • Must be willing to supervise sworn and non-sworn personnel (including Unit III) • Must be willing to work various hours and N-days • Must excel in work initiative and self-discipline • Must be able to respond to Central City Precinct in an emergency call-out within 45 minutes • Must remain a K9 handler for a minimum of three (3) years • Must be capable of handling high-stress situations on a regular basis with limited supervision • Must reside in a dwelling with sufficient room for a kennel, or be in the process of moving to such a residence • Must be comfortable dealing with media representatives • Must be able to make public presentations to various groups • Must meet same requirements outlined for other Department K9-certified officers	• Must attend and successfully complete a 12-week TSA Explosive Detection School • Must certify in the annual TSA Certification process None
I. Vehicular Crimes Unit (VCU) Detective and Sergeant	• Must be willing to respond to call-out on nights and weekends as necessary and work various hours and N-days • Must be willing to accept any assignment • Must not have outside employment, interests, or personal commitments that would interfere with call-out responsibilities • Preference given to an employee who lives within the City • HGN certification preferred • Phlebotomy certification preferred • RE certification preferred • AzPOST General Instructor certification preferred • Sergeant: * Must be willing to accept any assignment with one (1) weekday as an N-day * Must possess strong leadership and administrative skills * Must demonstrate excellent planning and organizational abilities * Must be skilled in team and relationship building	• Detective eligible • ARS Title 28 • Traffic control and collision investigations • Criminal investigations • Constitutional law for police • Effective report writing • Government studies • Speech • Court testimony • Training development • Program/project management • Sergeant: * Knowledge of collision reconstruction and vehicle dynamics

22. TRAINING BUREAU/PHOENIX REGIONAL POLICE ACADEMY (PRPA)



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A. Advanced Training Sergeant Training/ Curriculum Development	• Must demonstrate exceptional leadership and communication skills • Must consistently maintain a professional uniform appearance • Must have sufficient physical stamina to perform job tasks of the detail • Must pass the FitForce Standards Level I requirements administered by the Training Bureau • Must demonstrate an aptitude for training • Must demonstrate an understanding of AzPOST • Must demonstrate ability to develop current information about advanced training topics. * This knowledge will be the basis for changes in curriculum that the sergeant will be responsible for designing and maintaining.	• AzPOST General Instructor certification
B. Advanced Training Coordinator Officer	• Must have a minimum of four (4) years of experience as a Phoenix police officer at the time of application • Must have exceptional interpersonal and communication skills • Must possess strong administrative and organizational skills • Must consistently maintain a professional uniform appearance • Must pass the FitForce Standards Level I requirements administered by the Training Bureau	• AzPOST General Instructor certification • AzPOST Defensive Tactics Instructor • AzPOST Physical Fitness Instructor certification • AzPOST Tactical Driver Instructor certification • AzPOST High Risk Vehicle Stop Instructor certification
C. Basic Training Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must consistently maintain a professional uniform appearance • Must possess sufficient physical stamina to actively and effectively participate in physical conditioning program for police recruits • Must demonstrate an aptitude for training • Must pass an established physical conditioning test administered by the Phoenix lieutenant assigned to the PRPA • Must demonstrate understanding of AzPOST administrative regulations governing recruit basic training • Must demonstrate a thorough understanding of the staff structure and operational workings of the PRPA	• AzPOST General Instructor certification
D. Firearms Detail Sergeant	• Must have a strong background as instructor • Must have a strong background in theory and operation of firearms • Must be willing to accept various duty hours and days off • Must possess strong leadership and communication abilities • Must demonstrate aptitude for training	• AzPOST General Instructor certification • AzPOST Firearms Instructor certification
E. Firearms Instructor	• Must have a minimum of four (4) years of experience as a Phoenix police officer at the time of application • Must possess strong communication skills and demonstrate an aptitude for training • Must have a strong background in theory and operation of firearms • Must be willing to accept various duty hours and days off	• AzPOST General Instructor certification • AzPOST Firearms Instructor certification



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POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
F. Physical Fitness Coordinator	• Must have a strong background as an instructor • Must possess sufficient physical stamina to perform job tasks of the unit, pass the FitForce Standards Level II requirements administered by the Training Bureau, and maintain standards while assigned	• AzPOST General Instructor certification • AzPOST Physical Fitness Instructor certification
G. Field Training Detail Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must consistently maintain professional uniform appearance • Must possess sufficient physical stamina to actively and efficiently participate in physical conditioning program for police recruits • Must pass the FitForce Standards Level I requirements administered by the Training Bureau • Must demonstrate an aptitude for training • Must demonstrate understanding of AzPOST administrative regulations governing recruit basic and advanced in-service training	• AzPOST General Instructor certification
H. Lead Recruit Training Officer	• Must demonstrate exceptional communication abilities • Must consistently maintain a professional uniform appearance • Must have displayed a positive attitude and a demonstrated ability in training • Must possess sufficient physical stamina to actively and effectively participate in physical conditioning program for police recruits • Must pass an established physical conditioning test administered by the Phoenix lieutenant assigned to the PRPA within 3 months of assignment • Must demonstrate an understanding of AZPOST administrative regulations governing recruit basic training • Must complete all AZPOST required paperwork, ensure academy class meets all AZPOST standards for new officers, and oversee the daily operation of the academy to include instructors, evaluators, and recruits • Must have prior experience as an Instructor with the Training Bureau or equivalent • Must demonstrate a thorough understanding of the staff structure and operational workings of the PRPA	• AzPOST General Instructor certification • AZPOST Physical Fitness Instructor within 1 year of assignment • AZPOST Defensive Tactics Instructor within 1 year of assignment



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22. TRAINING BUREAU/PHOENIX REGIONAL POLICE ACADEMY (PRPA) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
I. Recruitment Officer	• Must have working knowledge of and ability to communicate with minority groups as well as the general population • Must demonstrate ability to address individuals and groups in presenting factual information regarding the Department and community • Must demonstrate an understanding of recruitment techniques, City personnel administration, personnel action processes, EEOC and LEAA guidelines, and Title VII of the 1964 Civil Rights Act • Must present a positive attitude toward prospective employees and the public • Must possess physical stamina to effectively participate in physical agility conditioning and evaluation of police recruit applicants • Must be willing to work various hours and days • Must have scored in the 60th percentile overall on the last two (2) physical fitness test modules • Must consistently maintain a professional uniform appearance • Must demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity	• Personnel management/administration • English composition/ writing • Cultural diversity • Communications • Interviewing • Social/applied psychology • AzPOST General Instructor certification
I. Recruitment Sergeant	• Must be willing to work overtime, evenings, and weekends • Must demonstrate exceptional leadership and communication skills • Must consistently maintain a professional uniform appearance • Must have intimate knowledge of Department organization, function, and procedures • Must be able to make presentations to groups • Must be able to deal effectively with the public in a variety of situations • Must be comfortable dealing with representatives of all media sources • Must be able to work with minimal direct supervision • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned callout responsibilities • Must have demonstrated a positive attitude, patience, and self-discipline • Must have a good working knowledge of computer systems, programs, and social media applications • Must demonstrate exceptional effective two-way communication, reading comprehension, writing ability, interpersonal skills, time management, good decision making, and proofreading skills, and be able to multitask several projects at any given time • Must demonstrate an understanding of recruitment techniques, City personnel administration, personnel action processes, Equal Employment Opportunity Commission (EEOC) and Law Enforcement Assistance Administration (LEAA) guidelines, and Title VII of the 1964 Civil Rights Act • Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity	• AZPOST General Instructor certification or minimum of 20 hours of public speaking appearances • Public relations writing/techniques • Criminal justice and community relations • Speech • Public speaking • Social psychology • English composition • News writing • Effective/technical/creative writing • Group communications



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22. TRAINING BUREAU/PHOENIX REGIONAL POLICE ACADEMY (PRPA) (Continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
J. Tactical Driving Instructor	• Must have a strong background as an instructor • Must display a working knowledge of the use of hand and power tools • Must have a strong background in dynamics and operation of police vehicles • Must have an aptitude for the general maintenance of police vehicles • Must be able to accept various duty hours and days off	• AzPOST General Instructor certification • AzPOST Tactical Driving Instructor certification • Will be required to obtain instructor certification for high risk vehicle stops within 12 months of assignment
K. Tactical Driving Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must possess strong administrative and organizational skills • Must possess good written and oral communication skills • Must be able to work with minimal direct supervision • General knowledge of the use of hand and power tools, dynamics and operation of police vehicles, and general maintenance of police vehicles is preferred • Must be able to accept various duty hours and days off	• AzPOST General Instructor certification
L. Tactical Training Officer	• Must have a minimum of four (4) years of experience as a Phoenix police officer at time of application • Must have sufficient physical stamina to perform job tasks of the detail • Must be able to instruct various components of tactical training to all levels	• AzPOST General Instructor certification • Will be required to obtain instructor certification for defensive tactics, high risk vehicle stops, and firearms within 12 months of assignment
M. Tactical Training Sergeant	• Must demonstrate exceptional leadership and communication abilities • Must have sufficient physical stamina to perform job tasks of the detail • Must demonstrate an aptitude for training	• AzPOST General Instructor certification • Will be required to obtain instructor certification for defensive tactics, high risk vehicle stops, and firearms within 12 months of assignment

23. VIOLENT CRIMES BUREAU (VCB)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
A. Assaults Unit Detective and Sergeant: Assaults Bias and School Crimes	• Must be willing to accept any assignment and work various hours and N-days • Must be willing to respond to call-out on nights and weekends as necessary • Must be a skilled interviewer and interrogator • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems such as RMS, LEJIS, and NCIC, or general proficiency with computer skills • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Must work well under minimal supervision • Preference may be given to multi-lingual speaking detectives • AzPOST General Instructor certification is preferred for the Bias and School Crimes detective and sergeant	• Detective eligible



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23. **VIOLENT CRIMES BUREAU (VCB)** (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
B. Crime Gun Intelligence Unit (CGIU) Detective and Sergeant	• Must be willing to accept any assignment and work various hours and N-days • Must be willing to respond to call-out on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems such as RMS, LEJIS, and NCIC, or general proficiency with computer skills • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Preference may be given to Spanish speaking detectives	• Detective eligible
C. Digital Forensics Investigative Unit (DFIU) Detective	• Must be willing to accept any assignment within unit and work various hours and N-days • Must be willing to respond to call-out on nights and weekends, as necessary • Must be willing to provide periodic training to Department employees • Must be willing to commit to training and certification requirements • Must be familiar with operating systems (PC and phone), word processing, spreadsheet, and presentation tools, such as Microsoft 365 Suite • Must have demonstrable hardware/software trouble-shooting skills to identify problem sources, recommend solutions, and provide routine first level preventative maintenance on microcomputer equipment • Must be familiar with search and seizure laws with an emphasis on digital evidence and apply the knowledge when reviewing search warrants • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Must be a registered member of the National White-Collar Crime Center (NW3C) • Certifications and/or documented education showing personal development in digital forensics, computer science, electrical engineering, or a related field are preferred • Maintenance of certification requirements with continuing education	• Detective eligible • Successful completion of NW3C's free online training: * How Computers Work and Store Data (DF099) * Identifying and Seizing Electronic Information (CI100) * Introduction to Cell Phone Investigations (CI103) * First Responders and Digital Evidence (CI151) * Search Warrants and Digital Evidence (CI152) * Post-Seizure Evidentiary Concerns (CI156) * Mobile Digital Devices and GPS (CI157) • Successful completion of the following courses (or their equivalent) are preferred before applying, but are required upon permanent transfer to unit: * Cellebrite Certified Operator (CCO) + Cellebrite Certified Analyst Physical (CCPA) * International Association of Computer Investigative Specialists Basic Computer Forensics Examiner (BFCE) and course work to gain certification as a certified forensic computer examiner (CFCE) • Additional certification/s may become mandatory as technology advances
D. Homicide Cold Case Detective	• Must have two (2) years of experience in a detective position investigating major felonies, such as homicides, aggravated assaults, sexual assaults, or child crimes, with emphasis on trial experience • Should have strong interviewing skills and a working knowledge of crime scene investigations • Should have a thorough knowledge of current scientific technology and associated databases, such as DNA/CODIS, AFIS, and NIBIN • Should have a thorough knowledge of computer search engines as well as other related sources of investigative information	• Detective certified



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23. **VIOLENT CRIMES BUREAU (VCB)** (continued)

POSITION/BUREAU	QUALIFICATIONS/CHARACTERISTICS	TRAINING REQUIREMENTS
E. Homicide Detective	• Must have two (2) years of experience in a detective position • Must be willing to accept assignment with one weekday as an N-day and work holidays • Must be willing to respond to call-out on nights and weekends as necessary • Must have no outside employment, interest, or personal commitments that would routinely interfere with assigned call-out responsibilities	• Detective certified
F. Homicide Sergeant	• Must be willing to accept any squad assignment, work various hours and holidays, and respond to call-outs on nights and weekends as necessary • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities	• Detective eligibility is preferred.
G. Night Detective and Sergeant Robbery Detective and Sergeant	• Must be willing to accept any assignment and work various hours and N-days • Must be willing to respond to call-out on nights and weekends as necessary • Must be willing to provide periodic training to Department employees • Must have a good working knowledge of computer systems such as RMS, LEJIS, and NCIC, or general proficiency with computer skills • Must have no outside employment, interests, or personal commitments that would routinely interfere with assigned call-out responsibilities • Preference may be given to Spanish speaking detectives. • Detective eligibility is preferred for sergeants.	• Detective: * Detective eligible
H. Police Civilian Investigator	• Must be willing to accept and satisfactorily meet competency requirements and annual recertifications for specialized training based on Unit/Squad • Must have exceptional communication skills, writing ability, and interpersonal skills • Must have the ability to function in a high-stress environment dealing with victims of violent crime, evidence, firearms, and other factors • Must be willing to accept squad assignments, days, and hours that may not conform to routine business hours • Must be willing to attend court hearings for the purpose of testifying • Must have experience in common business programs including the Office365 Suite	• Must have 3 years investigative experience in law enforcement, public safety, loss prevention, crime scene management, forensics, or other relevant legal or private sector field. (Other combinations of experience and education that meet minimum qualifications may be substituted) • Must have knowledge of statutes / ordinances related to assigned bureau

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